

CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA
TRANSPORTATION PLANNING ORGANIZATION
(CHCNGA TPO)



DEVELOPMENT RESOURCE CENTER
1250 MARKET STREET, SUITE 2000
CHATTANOOGA, TN 37402

MINUTES

AUGUST 20, 2013 10:30 A.M.

MEETING CALLED BY	Chairman John Bridger
TYPE OF MEETING	Technical Coordinating Committee
FACILITATOR	Ms. Karen Rennich, Chattanooga-Hamilton County Regional Planning Agency (RPA)
NOTE TAKER	Ms. Rozanne Brown, RPA
QUORUM	N/A
ATTENDEES	See Attachment

ANNOUCEMENTS	
PUBLIC COMMENTS	
OTHER ITEMS OF IMPORTANCE	Handouts: Draft Amendment to the 2013-2014 Unified Planning Work Program (UPWP); Sample TPO Appointment Letter; The Transportation Planning Process Key Issues: A Briefing Book for Transportation Decisionmakers, Officials, and Staff; 2013 TPO TCC & Executive Board Meeting Calendar (Rev 8 6 13); Limited English Proficiency (LEP) and RPA Title VI Packet. Education: Office of Local Program Development – CEI Training Course (October, 2013), Sustainable Communities HotReport: How well is your community performing on transportation, housing, economic development, income, and equity? (August 21, 2013); Smart Growth and Economic Success (September 18, 2013), TPO Certification Review Staff Report and Executive Summary.

Agenda Topics

ITEM #1. APPROVAL OF JUNE 18, 2013
TECHNICAL COORDINATING COMMITTEE (TCC)
MEETING MINUTES

CHAIRMAN JOHN BRIDGER

DISCUSSION		
Chairman John Bridger welcomed everyone and called for questions or comments, or a motion to approve Item #1 as presented.		
CONCLUSIONS		
There being no revisions or questions, a motion was made to approve the minutes as presented, seconded and the motion carried.		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
APPROVAL OF JUNE 18, 2013 TECHNICAL COORDINATING COMMITTEE (TCC) MEETING MINUTES	Mr. Louis Hamm City of Ft. Oglethorpe	Mr. Todd Leamon Hamilton County
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #2. APPROVE FOR PUBLIC COMMENT AND RECOMMENDATION TO APPROVE BY RESOLUTION 2011-2014 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT – CARTA17

**MS. MELISSA TAYLOR
RPA STAFF**

DISCUSSION		
<p>Ms. Melissa Taylor said that the Chattanooga Area Regional Transportation Authority (CARTA) requested to add 5307 funds to the existing 2011-2014 Transportation Improvement Program (TIP). However, in so doing, TPO Staff recognized that the amendment resolution will not go to the TPO Executive Board for approval until October 2013, thus it rolls all of the funds (including the additional funds) into the current year. TIP pages (OLD and NEW) were contained in the meeting packet. The NEW TIP page is rolling and adding all of the money in two line items to the new FY 2014 (5307 and 5317).</p>		
CONCLUSIONS		
<p>There being no questions or comments, a motion was made to approve as presented, seconded and the motion carried.</p>		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
<p>APPROVE FOR PUBLIC COMMENT AND RECOMMENDATION TO APPROVE BY RESOLUTION 2011-2014 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT – CARTA17</p>	<p>Mr. Todd Leamon</p>	<p>Mr. Blythe Bailey City of Chattanooga</p>
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #3. RECOMMENDATION TO APPROVE BY RESOLUTION AN AMENDMENT TO THE 2013-2014 UNIFIED PLANNING WORK PROGRAM (UPWP)

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION
<p>Ms. Rennich stated that the Unified Planning Work Program details the activities and tasks that will be undertaken by the TPO, along with the funding (project and fiscal components). The current 2013-2014 UPWP was adopted last year (August 21, 2012). This will be the second amendment to the current work program which primarily updates activities and schedules for FY 2014. The amendment addresses some of the recommended action steps from the 2013 TPO Certification Review which have been added into the work program, and reflects actual FY 2014 contract amounts and other expenditures. Ms. Rennich said that this amendment also adds a Planning Coordination project for a transit study and asked that Ms. Melissa Taylor speak regarding that project, which is also on the agenda today (Item #8).</p> <p>Ms. Taylor said that, during the development of the new 2040 Regional Transportation Plan, a focus has been placed on transit planning, programming, and getting a vision for how to address new types of transit projects. During the process, the Chattanooga Area Regional Transportation Authority (CARTA) desired to consider looking at the possibility of a Transit Center, how routes would function differently with a Transit Center, and how to coordinate that effort with a group of stakeholders. Staff is working with the partners and stakeholders to determine what that effort may look like before issuing an RFP using the money which is in the new 2014-2017 Transportation Improvement Program (TIP) for a Transit Center Study. This is a partnership between the Benwood Foundation, Regional Planning Agency, City of Chattanooga and CARTA to determine where the community needs to be moving forward, and will establish a part-time Coordinator and assistant for the work.</p> <p>Ms. Rennich said that all UPWP changes are reviewed by the state and federal partners and all comments have been adequately addressed and approved by the partners. Copies of the draft document were available at the meeting, along with a sign-up sheet for requesting additional hard copies. A link to the draft document has been previously provided to TPO members, and the final (approved) document will be maintained on the RPA/TPO website. Copies of the final approved document will be provided to TPO members as requested.</p> <p>Chairman Bridger called for questions or comments, or a motion to approve Item #3 as presented.</p>
<p>The 2013-2014 Unified Planning Work Program (UPWP) including this amendment may be reviewed on the web at: http://www.chcrpa.org/TPO_reorganized/Plans_and_Programs/UPWP.htm</p>

CONCLUSIONS		
There being no questions or comments, a motion was made to approve as presented, seconded and the motion carried.		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
RECOMMENDATION TO APPROVE BY RESOLUTION AN AMENDMENT TO THE 2013-2014 UNIFIED PLANNING WORK PROGRAM (UPWP)	Mr. Blythe Bailey	Mr. Todd Leamon
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
TPO Staff will provide the final approved document to the state and federal partners, provide a copy to TPO members as requested, and place the final approved document on the RPA/TPO website.	Ms. Karen Rennich	

**ITEM #4. RECOMMENDATION TO APPROVE BY RESOLUTION
A MEMORANDUM OF AGREEMENT BETWEEN THE
TENNESSEE DEPARTMENT OF TRANSPORTATION AND CHATTANOOGA-
HAMILTON COUNTY / NORTH GEORGIA TRANSPORTATION PLANNING
ORGANIZATION IN REGARDS TO THE AMENDMENT
AND ADMINISTRATIVE ADJUSTMENTS FOR THE TRANSPORTATION
IMPROVEMENT PROGRAM (TIP)**

**MS. MELISSA TAYLOR
RPA STAFF**

DISCUSSION		
<p>Ms. Taylor said that TDOT has revisited how the MPO's address and process amendments and adjustments to an existing project in the TIP and statewide TIP (STIP), and the meeting packet included the draft MOA which outlines the changes. She called attention to the new Project Cost Change Thresholds Table (Page 4), and said that previously there was a straight 15% total project cost change threshold for Tennessee (20% for Georgia) with some applicability to phasing. This new table clarifies the cost change thresholds, which are much greater in the new MOA than the previous thresholds. Under this table, Ms. Taylor said that burdensome processing of amendments (requiring approximately four months and IAC review) for smaller cost projects will be reduced or rarely required, resulting in more adjustments which are handled by TPO Staff and then reported to the TPO.</p> <p>Ms. Taylor said that, because the TPO Staff was under the impression that there would no longer be project Groupings, the TPO does not have project Groupings in the 2014-2017 TIP, and all projects are shown as individual projects for the jurisdiction (including Preventative Maintenance/Resurfacing). However, the state does have project Groupings, but they are reduced to three, down from several in the past.</p> <p>Procedurally, Ms. Taylor said that there is not much change outlined in this new MOA between TDOT and the TPO, and she requested that anyone address questions to her. In response to a question from Mr. Todd Leamon, Ms. Taylor confirmed that the project cost change threshold is going from the existing (previous) 15% in Tennessee to 75% for up to \$2 million in the new MOA, and this is a positive change.</p>		
CONCLUSIONS		
There being no further questions or comments, a motion was made to approve as presented, seconded and the motion carried.		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
RECOMMENDATION TO APPROVE BY RESOLUTION A MEMORANDUM OF AGREEMENT BETWEEN THE TENNESSEE DEPARTMENT OF TRANSPORTATION AND CHATTANOOGA-HAMILTON COUNTY / NORTH GEORGIA TRANSPORTATION PLANNING ORGANIZATION IN REGARDS TO THE AMENDMENT AND ADMINISTRATIVE ADJUSTMENTS FOR THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	Mr. Todd Leamon	Mr. Blythe Bailey
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #5. APPROVE FOR PUBLIC COMMENT THE DRAFT 2014-2017 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

**MS. MELISSA TAYLOR
RPA STAFF**

DISCUSSION		
<p>Ms. Taylor said all TDOT and GDOT comments have been satisfactorily addressed and the document is being approved for public comment today by this TCC action. Bound copies of the draft document were available at the meeting for review, along with a sign-up sheet for requesting hard copies of the draft document (dated August 20, 2013). The draft document has been provided to the federal partners and any comments will be addressed, which may result in additional changes to the document.</p> <p>No changes were made in the draft document (since the last TCC review) for Tennessee projects with the exception of two projects (regarding phasing and funding) which were shifted out approximately one year (City of Chattanooga and Hamilton County). These changes were discussed with the jurisdictions, and the overall programming of the projects did not change.</p> <p>There were two changes in projects for Georgia (Ft. Oglethorpe and Catoosa County), which have been discussed with the jurisdictions and TPO Staff has their concurrence. Georgia is on a different TIP cycle than Tennessee, and solid cost estimate numbers were not available at the time projects were being prepared and selected. These two Georgia projects were eliminated during fiscal constraint and phasing was moved out. These were GDOT suggested projects, and there were no overall big changes to projects for the jurisdictions.</p> <p>Chairman John Bridger commended Ms. Melissa Taylor, Ms. Karen Rennich and other staff members for their work on both the new Regional Transportation Plan and TIP being done at the same time. He also thanked the new on-board staff for their leadership in meeting these deadlines.</p> <p>Responding to an inquiry from Mr. John Van Winkle regarding public comments received during this process, Ms. Taylor said that public comments were received regarding one project (Central Avenue) and that the issue has been resolved with the efforts that are currently underway (studying the project with the community). Ms. Taylor said that she is not aware of any public comments regarding the "process," and she called for any public comments at the meeting.</p>		
CONCLUSIONS		
There being no further questions or comments, a motion was made to approve as presented, seconded and the motion carried.		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
APPROVE FOR PUBLIC COMMENT THE DRAFT 2014-2017 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	Mr. Louis Hamm	Mr. John Van Winkle City of Chattanooga
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Staff will address any comments received from the federal partners.	Ms. Melissa Taylor	

ITEM #6. APPROVE FOR PUBLIC COMMENT THE 2035 CONFORMITY DETERMINATION REPORT TECHNICAL MEMORANDUM FOR THE 2014-2017 TRANSPORTATION IMPROVEMENT PROGRAM

**MS. MELISSA TAYLOR
RPA STAFF**

DISCUSSION		
<p>Ms. Taylor said that with any amendment and with any new TIP, a review of air quality conformity and emissions must be done. For TIP amendments not requiring emissions analysis, a Technical Memorandum is produced stating that no new emissions modeling was necessary and documenting how it is consistent with the Regional Transportation Plan (where the Conformity Determination Report exists). The meeting packet contained a copy of the Technical Memorandum which identifies that no new emissions analysis was needed for the 2014-2017 Transportation Improvement Program. Responding to an inquiry, Ms. Taylor confirmed that this Technical Memorandum applies to all projects in the 2014-2017 TIP. The Technical Memorandum is under review by the IAC, comments are expected from the IAC by Wednesday, August 21, 2013, comments will be addressed and approval is expected by the IAC on September 5, 2013. This information will be shared with the public for comment on the evening of September 5, 2013 (4:30-6:00 p.m. @ DRC/1A), along with the draft 2014-2017 TIP.</p>		
CONCLUSIONS		
<p>There being no comments or questions, a motion was made to approve, seconded and the motion carried.</p>		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
APPROVE FOR PUBLIC COMMENT THE 2035 CONFORMITY DETERMINATION REPORT TECHNICAL MEMORANDUM FOR THE 2014-2017 TRANSPORTATION IMPROVEMENT PROGRAM	Mr. Todd Leamon	Mr. John Van Winkle
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

ITEM #7 RECOMMENDATION TO APPROVE BY RESOLUTION AN AMENDMENT TO CONTRACTS WITH CAMBRIDGE SYSTEMATICS, INC. AND KIMLEY-HORN AND ASSOCIATES, INC.

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION
<p>Ms. Karen Rennich reminded that an RFQ was issued in December 2011 for consultants. On February 21, 2012, and acting on the recommendation of the TPO Consultant Selection Sub-Committee and the TCC, the TPO Executive Board approved putting two (of seven pre-qualified) consultants under contract. In February, 2012, RPA entered into contracts with Cambridge Systematics, Inc. for work on the Regional Transportation Plan and some assistance with the 2014-2017 TIP, and with Kimley-Horn and Associates, Inc. primarily for modeling. In Spring 2013, Letters of Interest were issued by RPA to the seven pre-qualified consultants for additional work orders. On June 18, 2013, the TPO Executive Board approved additional work order agreements with Cambridge Systematics, Inc. for the TPO's data collection plan and implementation, and Kimley-Horn and Associates, Inc. for development of the Intelligent Transportation System (ITS) Architecture and Deployment Plan (due in 2014).</p> <p>Ms. Rennich said that today's amendment is to recommend to the TPO Executive Board to raise the contract compensation ceiling of each firm's contract (started in 2012), add the new work orders to each contract, and allow payment for that work. She said that the contracts, amendment and resolution have been reviewed by the City of Chattanooga attorney who is assigned to assist RPA. The attorney has made minor revisions and is comfortable with the contracts, amendment, and the resolution which are being provided to the TCC today for recommendation.</p> <p>Responding to an inquiry from Mr. Todd Leamon, Ms. Rennich said that this is an add-on to what the consultants have been doing. The amount for Kimley-Horn and Associates, Inc. (\$73,000) is pretty reflective of the cost of the ITS Architecture and Deployment Plan. There was a little buffer built into the contract for Cambridge Systematics, Inc. since they were working on the 2040 RTP, 2014-2017 TIP and Air Quality. This amendment raises the Cambridge Systematics ceiling by \$85,000, but with the built in buffer, the cost of the Data Collection Plan will actually be more than \$85,000 total. Ms. Rennich said that the ITS Architecture and Deployment Plan is due in June 2014, and that if this contract amendment is approved by the TPO Executive Board today, the work order will be finalized and Ms. Yuen Lee will start on the plan kickoff. Ms. Rennich said that Cambridge Systematics will provide a Data Collection Plan by analyzing the best way to use available technology to collect data and have it available when needed for the plan. Ms. Rennich said</p>

that this will ensure that any data collected is used and informs our projects and process. Some data collection will take place in Fall 2013, and, based on the current schedule, some activities will continue through 2015.

CONCLUSIONS

There being no further comments or questions, **a motion was made to approve, seconded and the motion carried.**

TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
RECOMMENDATION TO APPROVE BY RESOLUTION AN AMENDMENT TO CONTRACTS WITH CAMBRIDGE SYSTEMATICS, INC. AND KIMLEY-HORN AND ASSOCIATES, INC.	Mr. Todd Leamon	Mr. Blythe Bailey
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
ITEM #8. RECOMMENDATION TO APPROVE BY RESOLUTION ACCEPTANCE OF MATCH FUNDS FOR PLANNING COORDINATION FOR THE CARTA TRANSIT CENTER STUDY		MS. KAREN RENNICH MS. MELISSA TAYLOR RPA STAFF

DISCUSSION

Ms. Karen Rennich reminded that the TCC recommended approval at this meeting for the amended 2013-2014 UPWP (Item #3 above) programming funds for this study. The partners are CARTA and the Benwood Foundation. The Benwood Foundation has agreed to provide the 20% local match funds for a temporary position to coordinate the work and 100% of funds for a temporary position for education, promotion and administrative tasks for the CARTA Transit Center Study. This resolution is documenting the acceptance of the 20% Benwood match funds and 100% of the temporary education/promotion/administrative position, and no other money will be involved from any other source. Ms. Rennich said that the program would be carried out by Ms. Melissa Taylor's department, and requested that she speak to the project.

Ms. Taylor said that the funds for the actual study and document will not be available for the TIP until after December 2013 when the new 2014-2017 TIP will be incorporated into the STIP. A meeting with stakeholders may be called by mid-October 2013 to get them collaborating and aligning in an agreed upon direction, so that an RFP can be issued that reflects the desires of the group with a kickoff after January 2014. Ms. Taylor said that this process will involve many people (initially using the Community Advisory Committee and Core Technical Committee which were established for the 2040 Regional Transportation Plan development as the base), possibly followed by something similar to the 2040 RTP Leadership Symposium to let the broader community know about the project. She also said that stakeholders or a Steering Committee may choose to visit or hold conference calls with other cities having a Transit Center. Mr. John Van Winkle said that he would suggest a trip to Knoxville which has a fantastic facility, and that there are PowerPoint presentations available for review that would be informative.

Ms. Rennich said that this process and resolution have been reviewed by the City of Chattanooga Attorney.

CONCLUSIONS

There being no further comments or questions, **a motion was made to approve,, seconded and the motion carried.**

TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
ITEM #8. RECOMMENDATION TO APPROVE BY RESOLUTION ACCEPTANCE OF MATCH FUNDS FOR PLANNING COORDINATION FOR THE CARTA TRANSIT CENTER STUDY	Mr. John Van Winkle	Mr. Blythe Bailey
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

**ITEM #9 2040 REGIONAL
TRANSPORTATION PLAN – STATUS
UPDATE**

**MS. MELISSA TAYLOR
RPA STAFF**

DISCUSSION		
<p>Ms. Taylor referred to large format maps on display in the meeting room for the 2040 Regional Transportation Plan and a map for the proposed 2014-2017 Transportation Improvement Program reflecting all TIP projects (provided for the first time and developed by Ms. Courtney Mild, a new member of the RPA Staff). The 2040 Regional Transportation Plan identified specific projects for Roadway, Transit and Bike/Ped Improvement, which were shown on the displayed maps.</p> <p>Ms. Taylor said that the maps are reflective of the current information in the RTP and TIP draft documents. However, staff is currently responding to concerns and issues, and any necessary changes will be made to the maps before they become final and are distributed. She asked for everyone to review the maps and advise her of any questions or comments.</p> <p>Staff is currently working with the partners to restructure the 2040 RTP document and Ms. Taylor expects to provide a TPO member link for the improved document to TPO members in the next couple of days. Responding to a comment from Chairman John Bridger regarding key document information that will be useful going forward, Ms. Taylor said that she will capture information regarding where to look within the draft RTP document for newer types of summaries and analyses in the email being sent to TPO members in the next couple of days.</p> <p>Ms. Taylor reviewed the current 2040 RTP schedule (see Item #8 in the meeting packet Staff Report / Summary of Project). The TPO Executive Board is expected to take action on the 2040 RTP document and CDR in December 2013. The documents will then be officially submitted to the U.S. DOT for approval on or before January 18, 2014. She said that a public meeting is tentatively planned for October 2013 (possibly held at the Downtown Library / 4th Floor) with displays available to encourage public participation.</p>		
CONCLUSIONS		
No Formal Action Required.		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Provide a TPO member link to the TPO members in the next couple of days for the draft 2040 RTP, along with information regarding where to look within the document for newer types of summaries and analyses.	Ms. Melissa Taylor	
Provide information regarding the 2040 RTP/CDR public meeting when finalized.	Ms. Melissa Taylor	

**ITEM #10. TPO 2013 PLANNING CERTIFICATION REVIEW (MAY 2013)
SPECIAL PRESENTATION**

**MR. CORBIN DAVIS, FHWA
TENNESSEE DIVISION**

DISCUSSION
<p>Mr. Corbin Davis, Planning & Air Quality Specialist, Federal Highway Administration, Tennessee Division (Nashville), said that he appreciated the opportunity to speak with the TPO members, and that he would review the results of the 2013 Federal Planning Certification Review. He would review the Executive Summary of the Final Certification Review Report (contained in the meeting packet, Item #10), open the floor for any discussion or clarification on the report, and take questions on how to move forward. Mr. Davis said that he would first like to provide some background on the Federal Planning Certification Review.</p> <p>Federal law requires that the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) jointly conduct a Planning Certification Review of every urbanized area with a population of over 200,000 people at least every four years to determine that their planning processes meet all of the Federal requirements under the 23 CFR and CFR 450 for air quality. The CHCNGA TPO is bi-state, and, therefore, this is a joint review by the FHWA Tennessee and Georgia Division offices (Nashville and Atlanta), and the FTA Region office (Atlanta). The Certification Review consisted of a desk audit of all planning documentation produced by the TPO including the Long Range Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, Public Participation Plan, and everything that is part of the Federal Certification Review process. The review also consisted of on-site visit held in May 2013 when FHWA and FTA representatives met with the CHCNGA TPO Staff, members of the TPO TCC and Executive Board to discuss the planning process and how things are going, representatives of the Tennessee Department of Transportation (TDOT), Georgia Department of Transportation (GDOT), Chattanooga Area Regional Transportation Authority (CARTA), the Environmental Protection Agency (EPA), and Tennessee Department of Environment & Conservation (TDEC). The last part of the review process is a Final Certification Report which</p>

documents the observations found during the review process and highlights: (1) Corrective Actions (identified areas that are not aligned with Federal rules and regulations for transportation planning and items that need to be addressed), (2) Commendations (things that the TPO is doing well that other planning organizations across the state, or perhaps the country, can look at to help improve their processes), and (3) Recommendations (areas that could be improved by the TPO based on Best Practices and other technical areas of expertise).

Mr. Davis said that there are three broad outcomes that can result from the review process: (1) FHWA and FTA can jointly certify the transportation planning process for the TPO, (2) FHWA and FTA can jointly certify the transportation planning process for the TPO subject to certain Correction Actions being taken, or (3) FHWA and FTA can jointly decertify the transportation planning process for the TPO, in which case the Secretary of Transportation (Secretary Anthony Fox, former Mayor of Charlotte) has the authority to put in place funding restrictions (withholding of certain funds from the area) until the planning agency can demonstrate that it has a certifiable plan in place.

Mr. Davis said that the good news is that the outcome of the CHCNGA TPO 2013 Federal Certification Review is that FHWA and FTA jointly certify the Chattanooga-Hamilton County / North Georgia Transportation Planning Organization. FHWA and FTA found that the TPO substantially meets the Federal requirements of all applicable rules and regulations, subject to one Corrective Action (the review and update of a 1997 Memorandum of Understanding [MOU] outlining the roles and responsibilities of the TPO and its various planning partners regarding how to carry out the transportation planning process). The MOU was signed in 1997, and it was discussed in the 2005 and 2009 Federal Certification Reviews as an item that needed to be reviewed and have certain aspects addressed. During the 2013 Federal Certification Review, several aspects of the agreement were found to be out of date and need to be addressed. FHWA and FTA are jointly certifying the CHCNGA TPO in 2013 with the understanding that the 1997 MOU will be reviewed and updated within one year (from the date of certification) to ensure that everything in the 1997 MOU is in line with all Federal rules and regulations and all outdated aspects are addressed and updated.

The Executive Summary (contained in the meeting packet) lists the Corrective Action pertaining to the update of the 1997 MOU. Mr. Davis said that there are no funding restrictions or withholding of funds associated with this Corrective Action and that, after talking with the TPO Staff, he is confident that they understand the importance of updating the 1997 MOU (outlining the day-to-day operations regarding how the TPO works with its partners in Tennessee and Georgia), and that updating the 1997 MOU will be a priority for the TPO Staff during the next year. Mr. Davis said that FHWA offers its assistance to the TPO Staff to update the MOU and will assist in facilitating the update.

Mr. Davis reviewed several Commendations contained in the Executive Summary (see meeting packet for details). He said that the TPO is ahead by already having transit representation on the TPO Executive Board, incorporating transportation performance management beginning with the 2035 LRTP and carrying it forward in the 2040 RTP, incorporating Complete Streets, and promoting regional collaboration in air quality conformity. Mr. Davis said that FHWA and FTA were particularly interested in the concept of the Chattanooga Bicycle Transit System – a shared system launched with CMAQ dollars – which is seamlessly incorporated with buses and parking, and which provides users with the experience of getting around the transportation system without an automobile.

Mr. Davis reviewed the Recommendations contained in the Executive Summary in detail. These are areas for improvement that will assist the TPO with the planning process in the future. Although it is not in the Federal regulations, he highlighted the Recommendation for the TPO to develop a Continuity of Operations Plan (COOP) to ensure the stability of essential office functions in the occurrence of a major event/emergency/disaster, and said that transportation is an important aspect in any emergency. Mr. Davis said that this is a Best Practice, that many planning organizations now have a COOP in place including FHWA (Nashville), and that having a COOP in place could benefit the TPO moving forward. He also highlighted the TPO's relationship with TDOT and GDOT regarding the Strategic Highway Safety Plans. State DOT's are required under Federal law to develop these plans to identify safety priorities (near and long-term) for their state-wide constituents. The TPO is encouraged to adopt a more active role in this process to help ensure that their interests are being heard at the state level and that safety information is shared (bottom up / top down approach).

In summary, Mr. Davis asked that everyone review the Executive Summary contained in the meeting packet for further details and referred everyone to the full Certification Review Report link provided in the meeting packet, stating that it explains everything in more detail including the transportation planning process. He said that FHWA and FTA are very pleased with what is going on in the CHCNGA TPO area overall, and that they are excited about their continuing relationship with the TPO. He thanked everyone for their participation in the review process and for their assistance in coordinating the extensive effort which began in November 2012 (including the 2-day on-site desk review, interviews and public meeting in May 2013). Mr. Davis then called for any questions or further discussion, and invited anyone to contact him directly after the meeting.

Ms. Karen Rennich thanked Mr. Davis for his assistance in getting the review team together and facilitating the very informative review process. Ms. Rennich said that the full Certification Review document explains how the TPO does everything, and that it is a "101" transportation planning document.

Copies of the Certification Report Executive Summary were contained in the meeting packet and available at the meeting. A link to the full document was provided in the meeting packet (http://www.chcrpa.org/2013_TPO_Certification_Review.htm).

CONCLUSIONS

No Formal Action Required. There were no questions or comments.

TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Review and update the 1997 MOU (Corrective Action item) and implement Recommendations outlined in the Final Certification Review Report	Ms. Karen Rennich	1 Year from Certification Date

ITEM #11. STAFF REPORTS

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION		
<p>Staff reports are verbally discussed as deemed necessary by TPO Staff, or if there are questions; otherwise, see written Staff Reports in the meeting packet:</p> <p>Notice of 2011-2014 TIP Adjustments/Modifications GDOT Title VI Training Green Trips Program Update ITS Architecture and Deployment Plan Update MAP-21 Find It Fund It (Advocacy Advance) 2013 TPO TCC & Executive Board Calendar (Rev 8/6/13)</p> <p>Ms. Karen Rennich said that the 2013 TPO calendar (Rev 8 6 13) contained in the meeting packet is out of date, that new meeting dates were being determined to accommodate the changing TIP/RTP schedules, and a new calendar would be sent to TPO members in the next couple of days.</p> <p>Ms. Taylor said that the Staff Report section will contain a "participation table" in the Green Trips Program Update on a regular basis and that contact information (Ms. Jenny Park and Mr. Zach Meredith) was contained in the packet. She introduced Mr. Tim Moreland, a new Principal Planner in her department, and he is now assisting her and is available to respond to questions regarding the 2014-2017 TIP.</p>		
CONCLUSIONS		
No Formal Action Required.		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
A new 2013 TPO TCC & Executive Board Meeting Calendar will be sent to TPO members in the next couple of days.	Ms. Karen Rennich	Done – August 21, 2013 (Rev. 8/21/13)

ITEM #12. PUBLIC COMMENTS AND OTHER ITEMS OF IMPORTANCE

**MS. KAREN RENNICH
RPA STAFF**

DISCUSSION
<p>Ms. Rennich reminded that the next TPO Executive Board meeting is today, August 20, 2013 (1:30-3:00 p.m.) @ DRC/1A, and some TCC members will attend both meetings.</p> <p>The next TPO Technical Coordinating Committee (TCC) meeting is September 3, 2013 (1:30-3:00 P.M. @ DRC/1A).</p>
There being no further questions or comments, the meeting was adjourned.

CONCLUSIONS		
No Formal Action Required.		
TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
STAFF FOLLOW-UP		
	PERSON RESPONSIBLE	DEADLINE



CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA
TRANSPORTATION PLANNING ORGANIZATION

TECHNICAL COORDINATING COMMITTEE (TCC)

AUGUST 20, 2013

(10:30 A.M. – 12:00 P.M. Eastern – DRC/1A)

<u>NAME</u>	<u>REPRESENTATION</u>
Wynellus	SFT/NA - STS
Tom Moreland	RPA
John Brigg	RPA/TPO
Pam Glaser	RPA
BLYTHE BAILEY	CHATTANOOGA TRANSPORTATION DEPT
TIM THORNBURY	CITY OF REDBANK
Amanda Miller	City of East Ridge
Froida Wheeler	City of East Ridge
Chris Dorsey	Town of Signal Mtn.
Coretta Hopper	Town of Signal Mtn.
David Kenner	NWRC
Chip Henderson	City Council
Reginae Brown	RPA/TPO
Karen Rennie	RPA/TPO



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<u>NAME</u>	<u>REPRESENTATION</u>
JOE FARROW	COLLEGEVILLE
DENNIS MALONE	CITY OF CHATT - ENG
Corbin Davis	FHWA - TN
Jeremy Bryson	Catoosa County
HAROLD STULCE	SEASIDE-DAISY
Louis H Hamm	Fort Oglethorpe
D Stacy Morrison	TDOT
Chad Reese	SE TN Development District
Jenny Park	TPO
TODD HEAMON	HAMILTON COUNTY
Annie Powell	CARTA
Philip Pugh	Dorson Chattanooga
Greg Landeman	BPTF
John Van Winkle	Chatt, CTE